

Appointment of agency for Digitization of Old Records IGR 2/2013

*Department of Stamps & Registrations
Date 06.09.2013*

Record Rooms- An Introduction

- Registration Department has 232 Sub Registrar offices
- Registration of property related documents is carried out at SROs.
- Copies of registered documents are kept safely in different shelves in the record room of SROs.
- Each document registered by any Sub Registrar has a unique number for that financial year.
- Index of these registered documents is prepared and kept in the SRO for the purpose of search.
- Registered documents are compiled in a volume , volume number is mentioned in each document .

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- Based on the search from index register the required document is retrieved to provide its certified copy to the applicant

Image of Record Room



[Scanned Registered Document](#)

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- Department is developing PAS (Property Administration System) application for the automation of registration process .
- PAS application facilitates online search of documents
- To enable online search digitization of old registered documents is required.
- RFP IGR 2/2013 has been floated for the same

Project Objective

- Digitization of old documents registered during 1.4.2000 to 31.03.2013
- The data entry is to be done for the documents of Book 1 i.e. Immovable Property related documents
- Data entry application would be provided by the department
- Entered data would be integrated with PAS application to enable online search

Volume of Data

- Digitization activity is to be carried in 231 record rooms distributed in 4 zones.
- Total no of records available for Data Entry is approximately 69 Lakhs.

Sr.No.	Zone	Division	Record Rooms	No. of Documents (In Lakhs)
1	Indore	Indore , Ujjain	72	23
2	Gwalior	Gwalior ,Chambal, Sagar	66	18
3	Jabalpur	Jabalpur, Rewa , Shahdol	52	16
4	Bhopal	Bhopal, Narmadapuram	41	12
Total			231	69

Scope of Work

Installation & Commissioning of S/W & H/W

- The SP would be required to supply and install the H/W and S/W i.e. Desktop ,Printer , UPS, and other peripherals.
- Application will be provided by the department.
- SP to install of data entry application.
- SP would be responsible for Alternate Power supply if required
- The ownership of the H/W would remain with SP.
- Stationery to be provided by SP .

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Training

- At state level by the department.
- At zonal level by SP
- The master trainers of SP would be trained on the Data entry application.
- Approx 1150 operators.
- The SP has to ensure training to all its operators .
- 2 hands on training sessions with a maximum Batch Size of 20 Operators at zonal level.
- The training cost would be borne by the SP

Minimum No of Operators Required

Sr.No.	Zone	Division	No of Operators Required
1	Indore	Indore , Ujjain	390
2	Gwalior	Gwalior ,Chambal, Sagar	300
3	Jabalpur	Jabalpur, Rewa ,Shahdol	260
4	Bhopal	Bhopal, Narmadapuram	200
Total			1150

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Digitization of records

- Data Entry is to be carried out in Hindi
- The vendor has to provide Manpower, H/W & required system S/W
- Double entry system for data entry is to be followed

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Data Entry Procedure

- The data entry would be made from registered documents
- Double entry of same record by two operators in pre defined batches
- Comparison of same batches entered by two operators by the application
- Generation of Mismatch Report
- Verification of Mismatched data with original document
- Required corrections would be done by the SP

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- Physical verification of 5% of “verified batches” by the department
- After sample verification errors if found will have to be corrected by SP
- Weekly Backup of Verified data in form of Optical Media
- Uploading of verified/corrected batches on the DC through SR login
- SP would be required to submit various MIS reports and any other report asked for by the department ,RFP -Annexure 12 .

Project Time Lines

Sr.No.	Time Schedule	Work	Phase
1	T+30	Commissioning of Hardware/Installation of software, training to operators and obtaining sign off of effort estimation from Controlling Officer.	Phase 1
2	T + 120 days	15 % of digitization at all the record rooms of the awarded zone	Phase 2
3	T + 210 days	40% of digitization at all the record rooms of the awarded zone	Phase 3
4	T + 300 days	75% of digitization at all the record rooms of the awarded zone	Phase 4
5	T+ 390 days	100% of digitization at all the record rooms of the awarded zone	Phase 5

Payment Schedule

Sr. No.	Amount Payable after 10% deduction for each phase	Condition/ Event	Phase
1	13.5% of Contract Value	Completion of 15 % work at each record room for the assigned zone.	Phase 2
2	22.5% of contract value	Completion of 40% work at each record room for the assigned zone.	Phase 3
3	31.5% of contract Value	Completion of 75% work at each record room for the assigned zone .	Phase 4
4	22.5% of contract Value	completion of 100% work at each record room for the assigned zone .	Phase 5

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Note

- No Advance payment
- No Payment for Phase 1 as given time schedule
- Sign off from Controlling Officer is mandatory for payment.
- Deducted 10% amount from bills would be paid after adjusting penalties for delay and error in data entry (if any).

Bid Submission

Sr.No.	Description	Amount INR
1	Cost Of Bid Document	5,000
2	EMD(From Scheduled bank in form of BG/DD)	10,00,000
3	PBG (From Scheduled bank in form of BG)	15 % of Contract value

Bid Submission and Evaluation

- A Two stage Bid Process
 - Technical
 - Presentation
 - Understanding of process of Record Keeping(15marks)
 - Video Recording of SR office (5 Marks)
 - Rollout & implementation plan (10 Marks)
 - Bidders should score at least 20 Marks in PPT
 - Bid security (10 Lakhs)
 - Technical Bid
 - Eligibility Criteria
 - Technical Score Matrix
- Each of the eligibility criteria must be fulfilled by the bidder

Bid Submission and Evaluation

Commercial Bid

Commercial Bid will be opened for only technically qualified Bidders

- Rate per Document in INR is to be quoted
- Rate must be inclusive of all taxes
- Rate must be quoted in Figure and Words(Annexure6)

Evaluation & Award of Work

- lowest quoted bidders would be considered as L1
- The remaining bidders would be asked to Match the L1 Prices for remaining zones, the zones would be awarded in accordance with their rank in commercial bid
- In case no bidder/bidders agree to match L1 rate , the department may ask the bidders (except L1) to submit fresh commercial proposal

Forfeiture of EMD

- Non acceptance of LOI by successful bidder
- Non entering in to an agreement post acceptance of LOI
- Withdrawal of bid during bid validity period post submission
- Non Submission of PBG
- EMD may also be forfeited if bid
 - is Conditional
 - Is not in prescribed format
 - Has variations from RFP

Penalty

- Penalty due to delay in execution
 - Liquidated damages :
 - One month delay - LD would be 2%
 - Two month delay - LD would be 5%
 - Three month delay - LD would be 8%
 - Four month delay - LD would be 10%
 - Delay Beyond four months- termination of contract along with forfeiture of PBG.
- Any violation of Tender Conditions

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- Errors in data Entry (Beyond 0.1%) as mentioned at RFP Pg 41,41 :
 - Error 0.1% - 0.2% :Penalty would be 0.5%
 - Error 0.2.1% - 0.4% :Penalty would be 1.0%
 - Error 0.4.1% - 0.6% :Penalty would be 2.0%
 - Error 0.6.1% - 0.8% :Penalty would be 3.0%
 - Error above 0.8% :Penalty would be 5.0%

Termination

- The agreement may be terminated for
 - Default
 - Insolvency
 - Convenience
 - Non Compliance

Thank You